

Planning and Zoning Commission Work Session Minutes
April 5, 2012
Conference Room 1-B - 1st Floor City Hall

ATTENDANCE:

Commission Members Present: Peters, Reichlin, Strodtman, Tillotson, Wheeler, Vander Tuig
Commission Members Absent: Barrow, Lee, Puri
Staff: Lepke, Teddy, Zenner

ADJUSTMENTS TO AGENDA:

None

TOPICS DISCUSSED – New Business:

- Comprehensive Plan Update

Mr. Zenner gave an overview of the CPTF meeting from April 4. He went over what the staff had presented and what Tom Johnson's presentation was to include. He explained the Phase 4 meeting process and noted that he would be sending out a "homework" assignment for the Commissioners that would help staff in their analysis of the Phase 3 survey results and its relationship to the visioning goals and objectives.

Mr. Zenner also indicated that the Executive Committee would be meeting on April 9 to talk about the advertising strategy for Phase 4 and the criteria that will be used to help establish the growth scenarios.

- Proposed PZC By-laws Revision

Mr. Zenner gave an overview of the proposed revisions to the By-laws. The changes proposed dealt the number of members required for a quorum, what to do with items on an agenda when a quorum was not present, attendance requirements, and elections. As each section was reviewed, Chairman Wheeler asked the Commissioners if they were satisfied with the proposed revisions. There was limited discussion on each of the changes; however, all Commissioners present found the changes satisfactory.

Staff was asked to forward the document to the City's Law Department for final review and bring the proposed changes back to the Commission for final action at the next work session.

- 2013 CIP Review

Mr. Zenner indicated that all Commissioners should have received a link the Draft 2013 CIP for review. He noted that the Commission was scheduled to review and make recommendations on the contents of the document at its April 19 work session. Mr. Zenner noted that he would request that staff from Public Works, Sewer, and Parks and Recreation be available for that meeting to explain their projects if necessary. He requested that Commissioners provide comments to him by Friday April 13 to assist the representatives in making their presentations.

Chairman Wheeler noted that the meeting may be made much faster if there were no questions submitted. He suggested that if there none were presented there would be no need for the additional staff. The

other Commissioners agreed. Chairman Wheeler reiterated Mr. Zenner's request for comments to be submitted in advance of the meeting.

- Other Topics

Ms. Peter's requested that Mr. Lee be scheduled to make his presentation on the Smart Growth Conference at an upcoming work session meeting.

Ms. Peter's also requested that staff find out more information regarding traffic counts along New Haven Road and if the CIP included anything relating to Green Meadows Circle or Green Meadows Road.

OLD BUSINESS

- Board and Commission Liaison Assignments

Mr. Zenner provided a brief overview of the request and noted that the City Manager and Clerk were seeking comments from the Commission on what their position was regarding the additional membership assignments – Bike & Pedestrian Commission, Energy & Environment Commission, and Downtown Leadership Council.

There was general conversation by the Commission regarding this request. It was noted that the assignment to the Downtown Leadership Council should be retained. It was believed that this was important because it did not appear that CID would be absorbing the DLC. Additionally it was noted that the DLC was restructuring its membership into "working groups" that would provide a greater level of focus on future efforts – specifically issues associated with downtown and the potential for form-based zoning.

As for the other assignments, the Commissioners believed that it would be best to request that the PZC members be removed from the required membership. In place of the member status, the Commissioners favored an "on-call" status that would be utilized on an as needed basis. Commissioners felt that the majority activity on these other commissions were not directly on topic with what the PZC was charged to work on and that due to the other projects the PZC was charged with working on there was not enough time participate.

Staff was asked to write a response for the Manager and Clerk for the Chairman's signature.

- 2013 PZC Budget

Mr. Zenner gave an overview of the request and noted that he recalled the prior discussion this matter requesting that the budget be increased by \$1250 for the travel line item. This increase was to be justified by the fact that two members should be attending the Smart Growth Conference annual due to the topics covered.

There was general discussion regarding this dollar amount and it was agreed that the requested amount was correct. Staff was asked to prepare a response for the Clerk to be signed by the Chairman.

- Scenic Roadway Amendment

There was general discussion on the status of where the Commission was regarding this proposed text change. Commissioners Vander Tuig and Peters had not had an opportunity to talk with Councilmember Hoppe regarding her issues. Commissioner Vander Tuig indicated he would arrange a meeting with Ms. Hoppe to get the ball moving again.

Chairman Wheeler noted that he believed the amendment needed to move out of the Commission as originally amended and that the proposed additional changes that he understood Ms. Hoppe wanted be addressed through a separate ordinance more specific to Rock Quarry Road.

- Steep Slopes

Ms. Peters questioned if the EEC had been requested to begin its review of the proposed ordinance. Chairman Wheeler indicated that no additional action had been taken on this matter. Mr. Teddy indicated that he would forward the example ordinance/regulations he had to assist the EEC in its evaluation. Chairman Wheeler noted he would prepare a cover memo to go to the EEC requesting that they look into the matter to get the ball moving. A sub-committee structure similar to that used for the soil stock piles was mentioned as the way to handle the final ordinance language.

ACTION(S) TAKEN: The February 9, 2012 and March 8, 2012 minutes were approved. Motions were made to have staff forward the revised By-laws to the City Law Department for review, prepare response memos for the Commission liaison assignments and 2013 budget. No other motions were made or taken. Meeting adjourned approximately 6:50 p.m.